

CONFIDENTIAL

File Comm case

4 April 1962

MEMORANDUM FOR THE RECORD

SUBJECT: Power-Shelf-Filing for the Mail Registry Office
of Communications

During the week of 2 March 1962, [] Records Officer, Office of Communications, asked for our approval by telephone on a requisition to procure two (2) Diebold Power-files costing \$5,500. [] had accompanied a Diebold representative to the Air Force in the Pentagon to see an installation there.

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During the conversation I asked [] if she would like to see the product of 3 other manufacturers. She agreed and a trip was made to the Carpenter's Union to view a Remington Rand installation. I offered our assistance to her in developing her requirements, deciding on a filing system to be used, developing the justification for such equipment, making work assignments because access to the equipment is limited, etc. During the visit to the Carpenter's Union, [] informed me that [] had also seen the Air Force installation and that he was particularly impressed, as was she, with the design and construction of the Diebold Unit.

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On Tuesday, 13 March I arranged for [] to visit the local representative of Wheeldex-Simpla Co., of Washington to see their Power Driven shelf filing equipment. This visit was not entirely successful for several reasons. We had to wait for the Local representative to open the office. The model of the equipment on display was an older unit, not the size [] had in mind (the unit on display was a 38" or 42" wide model.) [] became involved in an agreement with the representative as to whether electrical current remained in the motor when the switch was turned off and ended up asking for a schematic of the machine including the wiring and design and construction of the Unit. The representative promised to write the factory about this. [] indicated that since these people were among the first to produce such a unit, later comers to the field had in her opinion improved their units on the basis of mistakes made by the early makers.

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After this meeting I suggested [] that there was still another unit to be seen, however it meant going to either Baltimore or New York City. This was the Unit made by Supreme Steel of Brooklyn who sold 225 units to the Chase Manhattan Bank in NYC and which I have seen. I suggested that in the meantime there was work to be done in the area of the application of this type equipment to her situation.

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I then called [redacted] to inquire about the possibility of coming down to help her with her requirements. She stated that they had made up their minds, she and [redacted] they knew their needs, and that she had already prepared a requisition. She also didn't see any point in advertising bids, even if it did mean a \$200-\$300. savings there would be a time delay of 2-3 weeks.

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The delay she thought could not be justified since she only planned on taking a portion of her records when they moved and would wait for the machines before taking along the balance. She also said it was a matter of spending money while it was available, and that there had been some juggling between headquarters and field accounts in order to provide funds for this equipment.

I decided to wait for the requisition to arrive here before pushing the matter any further. I had also, from time to time, filled [redacted] in on the events as they happened.

The requisition was forwarded to us by Procurement Division and arrived at 3:30 P.M., 30 March 1962. The requisition either by-passed or was rushed through Supply Division since they normally send ~~to us~~ requisitions for anything other than standard equipment. ~~etc.~~

I was out of the Office on 2 April, but ^{called} [redacted] on 3 April after a review to requisition and attached statements to tell her that I had the order ~~but~~ there was no justification for the procurement of such equipment attached. Again, at the suggestion that we be permitted to review the situation, since by regulation, we have a responsibility in this field, she said they had agreed to go ahead now. She agreed to recheck and call back. In approximately 15

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[redacted] held up but wanted the order placed with Diebold.

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I informed [redacted] of the events and we agreed to send the requisition to Procurement and to prepare the above notes which were made from time to time for the file outlining our opinions and attempts to assist with this matter. The requisition was mailed to Procurement Division the morning of 4 April 1962, with a note indicating that we preferred the bid process.

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